



# Request for Proposal Audit Services

Forum of Incident Response and Security Teams, Inc.

Issue Date: 2<sup>nd</sup> September 2024  
Deadline for submission: 7<sup>th</sup> October 2024

## Section 1 - Introduction

The Forum of Incident Response and Security Teams, Inc., also known as, and referred to herein as "FIRST", is a non-profit, membership-based association with over 750 member teams from over 110 countries and an operating budget of over USD 4 million. FIRST is incorporated in North Carolina, and is recognized by the U.S. Internal Revenue Service as a 501(c)(3) tax-exempt organization. FIRST is an international membership association of trusted computer incident response and IT security teams who cooperatively handle computer security incidents and promote incident prevention programs.

### **FIRST's Vision Statement:**

FIRST aspires to bring together incident response and security teams from every country across the world to ensure a safe internet for all.

- Effective response is a global task, mirroring the global nature of the internet. Based on a peer to peer network governance model, Computer Security Incident Response Teams (CSIRTs), Product Security Incident Response Teams (PSIRTs) and independent security researchers work together to limit the damage of security incidents. This requires a high level of trust; the fuel our members run on. FIRST fosters trust building among members through a variety of activities. Incidents are not confined to one cultural or political corner of the internet, nor do they respect borders or boundaries. FIRST thus promotes inclusiveness, inviting membership from all geographic and cultural regions.

### **FIRST's Mission Statements**

**Global Coordination - You can always find the team and information you need.**

- FIRST provides platforms, means and tools for incident responders to always find the right partner and to collaborate efficiently. This implies that FIRST's reach is global. We aspire to have members from every country and culture.

**Global Language - Incident responders around the world speak the same language and understand each other's intents and methods.**

- During an incident it is important that people have a common understanding and enough maturity to react in a fast and efficient manner. FIRST supports teams through training opportunities to grow and mature. FIRST also supports initiatives to develop common means of data transfer to enable machine to machine communication.

**Policy and Governance - Make sure others understand what we do, and enable us rather than limit us.**

- FIRST members do not work in isolation, but are part of a larger system. FIRST engages with relevant stakeholders, in technical and non-technical communities, to ensure teams can work in an environment that is conducive to their goals.

## **Section 2 - RFP purpose and Description of the RFP**

FIRST is seeking a professional partner to conduct annual audits of the organization. The purpose of this RFP is to solicit proposals from interested parties to perform services for fiscal years 2024, 2025 & 2026.

We plan to start the audit in early March. We would like the final audit report and 990 prior to May 15th, 2025.

## **Section 3 - Structure**

### **Financial structure**

The organization's current financial profile is as follows (based on 2023 numbers)

Annual budget: \$4.3 million

- Income:
  - Government grants: 8%
  - Membership dues: 45%
  - Conference & event revenue
    - Registration & sponsorships 45%
    - Training: 2%
- Expenses:

- Operating expenses: 20%
- Conferences & workshops: 52%
- Community and Capacity Building: 18%
- Outreach: 10%

#### Account activity

- physical checks
- international wires incoming
- international wires outgoing
- ACH

#### **Other aspects relevant to the organization's operations & financial management:**

- 10 volunteer board members (spread globally)
- Full time executive director (based in UK)
- Established relationships with vendors to provide secretarial, financial, conference planning, technology and legal services, totaling about 3 FTEs
- Membership with over 750 members from over 110 countries around the globe
- Financial operations are outsourced with CLA (<https://www.claconnect.com/en>)

#### Use of online tools including

- QuickBooks Online
- Martus
- Bill.com
- web based access to monitor and management of the bank account
  - accessible by board and staff located inside and outside the US

## **Section 4 - Requirements**

The institution will be responsible for providing the following service

- Conduct an audit of financials for fiscal years 2024, 2025 & 2026
- Complete and file IRS 990
- Complete and file IRS 5713

## **Section 5 - Proposals**

Those wishing to submit proposals for this contract should carefully review & submit the following information:

- General Information
  - Name of institution
  - Contact Person
  - Title
  - Mailing Address
  - Telephone Number
  - E-mail
- Organizational Overview & Qualifications
  - Describe the institution, including history & scope of practice
  - Provide ownership information, including a statement of any recent or foreseen mergers and/or acquisitions.
- Services and fees
  - Describe the services available to meet the needs outlined above as well as any and all associated fees
  - Provide a detailed depository agreement, including availability schedule
  - Provide a sample of your standard contract terms
- Proposal timeline to get the audit closed by May 2025.
- PBC (Prepared by client) list
- Corporate Social Responsibility
  - Describe the ways in which the institution is committed to social responsibility
- References
  - Contact information for three (3) specific professional references including at least two (2) nonprofit clients, for whom the institution has provided similar service

## Section 6 - Specific Disclosures

### 1. Non-discrimination

Please confirm that your organization and any subsidiary or related entity that may provide services to the Association under this relationship does not discriminate against any employee or applicant on the grounds of race, color, religion, sex, sexual orientation, age, disability, national origin, or ancestry.

## 2. Conflicts of Interest

Please provide a comprehensive conflict of interest disclosure regarding any business relationship with or work for any entity that would be in conflict with work for FIRST.

## 3. Code of Conduct

Please confirm that your organization and any subsidiary or related entity that may provide services to the Association under this relationship will comply with the FIRST Code of Conduct (<https://www.first.org/about/policies/code-of-conduct>).

## Section 6 - Proposal Preparation and Submission

The response must include costs to provide all the services outlined in this RFP.

- Describe how your proposal meets each requirement of Section 3 Requirements of this RFP.
- Identify the individuals by name who would contribute to the project. Describe the qualifications of each individual.
- Any agreements (e.g. licenses, etc.) that vendor or any third party proposes to be entered into as part of a contract resulting from this RFP must be included with the proposal response. - A representative authorized to bind the company must sign the proposal.
- The proposal must be submitted in PDF format via email to [rfp-response@first.org](mailto:rfp-response@first.org).
- All prices must be expressed in US dollars.
- Prices are fixed for the term of the contract OR will be reviewed every year based on inflation rate in the United States of America

## Section 7 – Timeline

- |                                  |                       |
|----------------------------------|-----------------------|
| ○ Proposals due back             | 7th October 2024      |
| ○ Final two candidate interviews | w/c 14th October 2024 |
| ○ Engagement letter signed       | 1st November 2024     |

If you have questions concerning this RFP please contact:

FIRST Executive Director: Mr. Chris Gibson  
Email: [rfp-response@first.org](mailto:rfp-response@first.org)  
FIRST.Org,  
2500 Regency Parkway  
Cary, North Carolina 27518  
USA

## Additional Terms

- A response to this proposal does not create any agreement between the vendor and FIRST, Inc. and does not create any commitment on the part of FIRST.
- If a contract is awarded, FIRST.Org reserves all options and discretion regarding the terms and conditions of the contract and will establish the terms at the point of issuing a contract.
- FIRST reserves the right to amend or cancel this RFP at any time prior to the submission deadline.
- All material submitted regarding this RFP becomes the property of FIRST.Org.
- If a prospective vendor includes any information in a proposal that it wishes to keep confidential, it shall clearly identify such information in the proposal.
- The estimated quantities given above (like the estimated number of attendees) are meant to be generally representative of the type and scope of work to be done.
- FIRST is for looking capability, and will not be bound by any estimated quantities.